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State of Wisconsin  
Governor Scott Walker



TO: **Income Maintenance Supervisors**  
**Income Maintenance Lead Workers**  
**Income Maintenance Staff**  
**W-2 Agencies**  
**Training Staff**  
**Child Care Coordinators**  
**TMJ Contractors, Subcontractors, and Staff**  
**TJ Contractors, Subcontractors, and Staff**

**BWF/DECE OPERATIONS MEMO**

No: 17-J6

DATE: 11/27/2017

CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>
Other EP <input checked="" type="checkbox"/> *					

FROM: Katherine McGurk, Director  
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Division of Early Care and Education  
Department of Children and Families

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Bureau of Working Families  
Division of Family and Economic Security  
Department of Children and Families

**SUBJECT: *Changes to How CARES Worker Web Counts Subsidized  
Employment Income in the Child Care Budget for TEMP, TMJ, and TJ***

**CROSS REFERENCE:** DHS Operations Memo [14-44](#)  
Joint Operations Memos [16-J2](#) and [16-J4](#)  
TMJ and TJ Policy Manual [Section 6.5](#)  
W-2 Manual Section [7.3.3.2](#)  
Wisconsin Shares Child Care Subsidy Policy Manual  
[Section 1.4.8.3](#)  
Wisconsin Statute § [49.163](#)

**EFFECTIVE DATE: NOVEMBER 27, 2017**

**PURPOSE**

The purpose of this memo is to:

1. Inform local agency and state staff about changes to CARES Worker Web (CWW) and Wisconsin Shares Child Care Subsidy policy to include the unsubsidized portion of wages paid to individuals that are enrolled in the Wisconsin Works (W-2) Trial

Employment Match Program (TEMP), Transform Milwaukee Jobs (TMJ) program, and Transitional Jobs (TJ) program in the Child Care budget; and

2. Announce associated policy changes in the W-2 Manual and the TMJ and TJ Manual to support Wisconsin Shares verification requirements.

**Note:** There are no changes to how subsidized employment income will be counted when determining W-2 financial eligibility.

## BACKGROUND

Beginning on April 1, 2016, the **Employment Description** section of the **Employment** page in CWW displayed a new label for the “T” **Employment Type** menu. The new label reads T-SUBSIDIZED EMPLOYMENT. Agencies were instructed to select this employment type when a participant was enrolled in any of the following types of subsidized employment: TEMP, TMJ, and TJ. Subsidized wages earned as part of these programs were disregarded for the Child Care budget.

The screenshot shows the 'Employment Description' form. On the left, there's a list of fields: Employee Type, Employment Type, Begin Date, First Pay Check Date, Employment Ended?, Employment End Date, and Date Of Last Paycheck. The 'Employment Type' dropdown is open, showing a list of options. 'T - SUBSIDIZED EMPLOYMENT' is highlighted in yellow. To the right, there are fields for 'Job Title for Health Insurance' and three 'Verification' fields, each with a dropdown menu and a help icon.

## WISCONSIN SHARES POLICY UPDATES

These updates have been added to the Wisconsin Shares Policy Manual:

### 1.4.8.3 EMPLOYMENT

- Participation in the Transform Milwaukee Jobs (TMJ) or the Transitional Jobs (TJ) programs under Wisconsin Statute section 49.163.
- Participation in the Trial Employment Match Program (TEMP). (TEMP is a W-2 Employment Position, but is included in the employment category for Wisconsin Shares.)

### 1.5.2 INCOME THAT IS INCLUDED IN THE FINANCIAL ELIGIBILITY TEST

Income that is counted towards the Child Care budget includes, but is not limited to:

- Money, wages, or salary; for individuals enrolled in Trial Employment Match Program (TEMP), Transform Milwaukee Jobs (TMJ), or Transitional Jobs (TJ) include the portion of the wage that is unsubsidized according to the Employer Agreement form.

### 1.5.3 INCOME THAT IS NOT INCLUDED IN THE FINANCIAL ELIGIBILITY TEST

The income types listed below are excluded from the Child Care budget:

- The wage subsidy portion of income from Trial Employment Match Program (TEMP), Transform Milwaukee Jobs (TMJ), or Transitional Jobs (TJ).

### **EXISTING CARES WORKER WEB (CWW) FUNCTIONALITY**

Child Care authorization workers must enter TRNJ - TRANSITIONAL JOB on the **Child Care Activity Status** page for individuals enrolled in TEMP, TMJ, or TJ.

Child Care Activity Status					Cancel <input type="checkbox"/>	Reset
Child Care Activity Details						
Individual	*Effective Month	*Activity	Activity Type	Last Updated		
PEACH YOGURT 49F PP	03 / 2017	Y - Yes	TRNJ - TRANSITIONAL JOB	05/01/2017		

Child Care authorization workers must view the scheduled work hours that have been recorded on the Employability Plan (EP) by the case manager. These activities and hours are auto-populated from the EP on CARES screen WPAS to the **Case Activity Summary** page in EBT CSAW.

Case Activity Summary					
<b>Case Details</b>					
<b>Case Number</b> 6150860361	<b>AG Status</b> Open	<b>Primary Person</b> Peach Yogurt			
<b>Admin Agency</b> Dane County (13)	<b>Review Date</b> 5/31/2017	<b>Address</b> Jackson Street Madison WI 53704 Dane County			
<b>Auth Worker ID</b>					
<b>Details of Eligible Adults in the Case</b>					
<b>Name:</b> Peach Yogurt (6585037014)	<b>Approved Activity:</b> Transitional Job	<b>Effective Month:</b> 03/2017			
<b>Employment Details</b>					
Employer Name	Address	Tax ID	Employment Type	Monthly Hours	End Month
Subsidized		⚠	Subsidized Employment	100	
Fruit Store		⚠	Regular Employment	86	

### **CARES WORKER WEB (CWW) PROCESS**

The “Maximum Wage Subsidy Amount” must be entered in the **Subsidized Employment Subsidy** field in the **Detailed Wage Information** section of the **Employment** page in CWW.

The **Subsidized Employment Subsidy** field is the monthly wage subsidy paid to employers. The monthly wage subsidy that is paid to employers is a component required within the employer agreements. The formula for this wage subsidy is the hourly wage subsidy (up to \$7.25 per hour) multiplied by the number of hours worked by the program participant in the month. This amount is entered in the **Subsidized Employment Subsidy** field. This amount is not included in the Child Care budget.

**Example:** A subsidized job pays \$9 per hour. The TJ participant works 100 hours per month. This participant is paid monthly. Per the Employer Agreement form in ECF, the Contractor and employer negotiated a subsidy of \$5 per hour. Subsidized wages are not included in the child care eligibility determination. Enter the monthly sum of the subsidy amount (\$5 X 100 hours per month = \$500). \$500 is then entered into the **Subsidized Employment Subsidy** field. This means that \$400 will be included in the Child Care budget (Total Amount per Month – Monthly Subsidized Amount = Total Earned Income Included in the Child Care budget).

Totals and Comments		Calculate
Monthly In-kind Amount:	\$ <input type="text"/> . <input type="text"/>	Verification: <input type="text"/>
<b>Total Amount Per Pay Period:</b>	\$ <input type="text" value="900"/> . <input type="text" value="00"/>	
Monthly MA Gross Amount:	\$ <input type="text" value="900"/> . <input type="text" value="00"/>	
▣ Override MA Gross Amount:	\$ <input type="text"/> . <input type="text"/>	▣ Verification: <input type="text"/>
Monthly BC+ Pre-Tax Deductions Amount:	\$ <input type="text"/> . <input type="text"/>	
Monthly BC+ Taxable Amount:	\$ <input type="text" value="900"/> . <input type="text" value="00"/>	
▣ Override BC+ Taxable Amount:	\$ <input type="text"/> . <input type="text"/>	▣ Verification: <input type="text"/>
Monthly Converted Amount:	\$ <input type="text" value="900"/> . <input type="text" value="00"/>	
Override Converted Amount:	\$ <input type="text"/> . <input type="text"/>	Verification: <input type="text"/>
<b>Monthly Total Hours:</b>	<input type="text" value="100"/>	
Monthly Override Hours:	<input type="text"/>	
▣ <b>Subsidized Employment Subsidy:</b>	\$ <input type="text" value="500"/> . <input type="text" value="00"/>	
Comment:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Current Size = 0 characters (240 characters max.)		

If the Child Care authorization worker incorrectly enters an amount that is higher than the **Total Amount Per Pay Period**, CWW will not display an error message. Instead, CWW will zero out the budget. Income will not be negatively affected.

**Example:** A subsidized job pays \$900. The agency worker accidentally enters \$1000 into the **Subsidized Employment Subsidy** field. Instead of CWW showing a negative \$100 in a one parent household or subtracting \$100 from a second parent in a two parent household, CWW will zero out the budget for the parent with the subsidized employment.

## W-2 POLICY UPDATES

[W-2 Manual, 7.3.3.2 Employer Agreement](#), requires the W-2 agency to complete an agreement with a TEMP employer for every TEMP employee using the [Wisconsin Works Trial Employment Match Program - Employer Agreement form \(5088\)](#). The Employer Agreement is a financial agreement between the W-2 agency and TEMP employer that specifies the hourly wage to be paid, hours to be worked per week, and maximum wage subsidy amount.

Effective November 27, 2017, the W-2 agency must scan the [Wisconsin Works Trial Employment Match Program - Employer Agreement form \(5088\)](#) into ECF in the W-2 Placement-Related Forms Sub-Folder/Document Type using Document Code "WPF". Child Care authorization workers can find the "Maximum Wage Subsidy Amount" in Box 23 on the completed form.

FINANCIAL AGREEMENT				
20. Hourly wage to be paid by employer:	21. Hours to be worked per week:	22. Payment schedule: Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Other: _____		
23. Maximum Wage Subsidy Amount:  TEMP Wage Subsidy Formula: Hourly wage subsidy (up to \$7.25 per hour) X number of hours worked by the TEMP employee in the month				
24. Agreement negotiated by (name of job developer, if different from 29 below):				

The Bureau of Working Families (BWF) updated W-2 Manual [Section 7.3.3.2](#) to reflect the new policy.

### **TMJ AND TJ POLICY UPDATES**

[TMJ and TJ Policy, 6.5 Employer Agreements](#), require contractors to complete employer agreements that are similar to the TEMP Employer Agreement form, but these forms are internal forms developed by the contractors. A contractor is the entity under contract with DCF to administer the TMJ and TJ contracts.

Effective November 27, 2017, TMJ and TJ contractors must scan internal employer agreements into ECF in the Transform Milwaukee Jobs Sub-Folder/Document Type using Document Code "TMJ". TMJ and TJ documents are PIN-specific. Child Care authorization workers can find the "Hours per week," "Hourly wage," and "Wage subsidy" on the internal form to compute the monthly wage and monthly subsidy.

BWF updated TMJ/TJ Policy Manual [Section 6.5](#) to reflect the new policy.

### **AGENCY ACTION**

W-2 agencies implementing TEMP must familiarize staff with the policy changes and update any relevant local agency procedures.

TMJ and TJ contractors and subcontractors must discuss the policy changes with staff and update any relevant local agency procedures.

### **CONTACTS**

#### Child Care

For Wisconsin Shares Child Care policy questions outside of Milwaukee County, contact your Bureau of Regional Operations (BRO), Child Care Coordinators at [BROCCPolicyHelpDesk@wisconsin.gov](mailto:BROCCPolicyHelpDesk@wisconsin.gov)

For Child Care CARES/CWW, CSAW and CCPI processing questions statewide and policy questions in Milwaukee County, contact the Child Care Subsidy and Technical Assistance line at [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or 608-422-7200.

W-2, TMJ, and TJ

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators.

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators.

For W-2 CARES Processing Questions: W-2 Help Desk.

For TMJ/TJ Policy Questions: TMJ Contract Manager

\*Program Categories: FoodShare (FS), Medicaid (MA), BadgerCare Plus (BC+), Senior Care (SC), Caretaker Supplement (CTS), Child Care (CC), Wisconsin Works (W-2), FoodShare Employment and Training (FSET), , BadgerCare Plus Basic (BC+ Basic), BadgerCare Plus Core (BC+ Core), Children First (CF), Emergency Assistance (EA), Job Access Loan (JAL), Refugee Assistance Program (RAP), Other Employment Programs (Other EP).

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